

Holy Spirit Church – Fremont

Job Title: Parish Secretary II

Department: Administration

Job Grade: S-5

Category: Non-Exempt - Part Time 20 – 23 Hours Per Week

Reports to: Business Manager

Position Overview:

The Parish Secretary is responsible for office administration including office volunteer staff as well as providing secretarial and related office services for members of the parish staff and various other committees and boards.

Essential Job Functions:

- Ministry/Service
 - Assists callers and visitors, staff and clergy.
 - Welcomes new members, referring them to ministries.
 - Recruits, trains, and schedules front office volunteer staff.
- Office Management and Operations
 - Provides administrative support to the pastor and clergy, staff and ministries.
 - Oversees inventory of office supplies.
 - Oversees implementation of Mass Intentions and Baptism administrative processes.
 - Manages Parish and Diocesan record keeping.
 - Ensures compliance and implementation of policies put in place by leadership.

Non-Essential Job Functions:

- Participates in Pastoral Staff Meetings and Staff Retreat days.
- Attend parish functions when possible.

Requirements:

- Excellent organizational skills required.
- Must be outgoing and enthusiastic, someone who easily relates to people, and also attracts and inspires people to volunteer and participate in Parish life.
- Must be well versed and confident in promoting our Faith.
- Ability to maintain confidentiality.
- Strong computer skills, Word, Excel, MS Publisher or equivalent.
- Experience with or the ability to learn all components of the parish software.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
